



Diocese of Arundel & Brighton Gift Aid Retention & Disposal of Documentation Policy

INTRODUCTION AND BACKGROUND

This policy reflects the GDPR changes that were implemented on 25th May 2018 and details how Gift Aid documentation must be handled both prior and after that date.

GIFT AID DOCUMENTS RECEIVED PRIOR TO 25TH MAY 2018

<u>ACTIVITY</u>	<u>PROCESS</u>	<u>RETENTION/DESTRUCTION</u>
Gift Aid Declaration Forms	All GADS should have been sent to Bishop's House when received for verification to scan and attach to the record in the GiftWise system.	Destroy by shredding as soon as possible.
Standing Orders	All Standing Orders should have been sent to HSBC when received ³	Destroy by shredding as soon as possible.
Donation Envelopes - £20.01 and over	All 'yellow and other' envelopes should have been sent to Bishop's House when the donations were received.	Destroy by shredding any copies you may have retained for your records.
Aggregated Claims - £20.00 and under	All aggregated claims should have been sent to Bishop's House when the donations were received.	Destroy by shredding any copies you may have retained for your records.
Correspondence from Donors	All correspondence can no longer be held as a hard copy.	Any documents you still have should be destroyed by shredding as soon as possible. If in doubt please speak to Bishop's House for advice.
Excel Spreadsheets/Word Documents/Working Papers	These files may no longer be held on a Gift Aid Organisers personal PC.	Delete all files as soon as possible, all the required information you have should be on the GiftWise system. If in doubt please speak to Bishop's House for advice.
Ledgers and Working Papers	These files may no longer be held at the parish as a hard copy.	Any documents over 7 years old should be destroyed by shredding. All other documents and books, contact Bishop's House to arrange collection for storage.



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GIFT AID DOCUMENTS RECEIVED AFTER 25TH MAY 2018

<u>ACTIVITY</u>	<u>PROCESS</u>	<u>RETENTION/DESTRUCTION</u>
Gift Aid Declaration Forms	All GADS must be scanned in pdf format and attached to the record held in the GiftWise system.	Destroy by shredding as soon as successfully scanned.
Standing Orders	All Standing Orders that you receive must be scanned in pdf format and attached to the record held in the GiftWise system, then sent direct to the appropriate bank. Some donors will send them directly to their bank.	You should not keep any paper copies of standing orders when processed.
Donation Envelopes - £20.01 and over	All 'yellow and other' envelopes must be scanned in pdf format and attached to the record held in the GiftWise system.	Destroy by shredding as soon as successfully scanned.
Aggregated Claims - £20.00 and under	All aggregated claims must be scanned in pdf format and attached to the record held in the GiftWise system.	Destroy by shredding as soon as successfully scanned.
Correspondence from Donors	All correspondence must be scanned in pdf format and attached to the record held in the GiftWise system.	Destroy by shredding as soon as successfully scanned.
Excel Spreadsheets/Word Documents/Working Papers	All information should be recorded and processed on the GiftWise system.	These files may no longer be held on a Gift Aid Organisers personal PC and should be deleted.

Any queries regarding the retention or disposal of the above please direct via:

Email: Giftaid@bishops-house.co.uk

Telephone: 01273 859705